

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: November 25, 2003

LEAVE ACCOUNTING LETTER # 03-031  
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

Re: HOLIDAY INFORMAL TIME OFF

Providing that the 2003 Holiday Informal Time Off is approved by the Governor, the automated process to update the CLAS Holiday Informal Time Off for full and part-time employees will run on December 29, 2003. Notification of the approval is provided by coded memo from the Chancellor's Office. There is no requirement to incorporate this informal time off into the campus leave accounting system.

The following campuses are scheduled for the automated process based on prior year requests:

- Chancellor's Office
- Channel Islands
- California Maritime Academy
- Bakersfield
- Los Angeles
- San Marcos

If your campus would like to be added or deleted from this process, you must contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than December 17, 2003.

Intermittent employees will not be included in the automated update process since the amount of HOL ITO earned is based on the total number of hours worked in December. Once the campus determines the correct amount of HOL ITO due each intermittent employee, the transaction (HI05) may be posted using the B50-Leave Benefit Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk